



TOWN OF HUDSON

Water Utility Committee



Jeff Rider, Chairman

Nancy Brucker, Selectman Liaison

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Meeting minutes of April 18, 2012

I. CALL TO ORDER

The meeting was opened by Chairman Jeff Rider at 5:03 PM in the Board of Selectman's conference room at Hudson Town Hall.

II. ATTENDANCE

Committee Members present

Chairman Jeff Rider
Vice -Chairman Bernie Manor
Member David Jelley
Member Leo Bernard
Recorder David Shaw

Staff present:

Selectman liaison Nancy Brucker
Town Engineer Gary Webster
Water Utility Clerk Valerie Marquez

III. PUBLIC INPUT – No input from the public was received

IV CONSENT ITEMS

A. Acceptance of Minutes

- 1.) Minutes of Water Utility Committee from March 21, 2012

B. Financial Status

- 1.) Expenditure report, March 2012
- 2.) Check register for March 2012

C. Operations Report (PWW)

- 1.) February 2012

Motion by Leo Bernard to accept all the above consent items (A-C)
Motion seconded by Bernie Manor. Motion passed unanimously (5-0)

V. OLD BUSINESS

Water ban letter to BOS - Leo Bernard requested an update to the Water ban request letter to the Hudson Board of Selectman (BOS). Recorder David Shaw updated the committee on the water ban status letter, stating his research of BOS meeting minutes revealed the water ban was implemented in June 2009:

Chairman Coutu asked Chairman Bernard what the most asked question about water was because the one he gets is why is the water ban posted 24/7 on cable. Most people don't water their lawns in the wintertime. Selectman Massey said he'd step in and answer this because he was following up on a request from the water utility to ask the Board to change the ban to be from the first on June to the 31st of August, and that is well within the Selectmen's purview to do—and to post it beginning the first of May. Those are the three months the town has been taking the most water from Pennichuck.

Chairman Coutu said he wanted to give Leo an opportunity to talk. Mr. Bernard said he was the one who brought up that issue at the committee meeting because he was getting a lot of questions about that issue.

Motion by Selectman Massey, seconded by Selectman Nadeau, to change the ban on water usage to be odd/even from June 1 to August 31 of each year. Motion carried 5-0.

Town Engineer Gary believes the water ban has always been active.

Chairman Rider stated the WUC needs to remind the selectman of the water ban and suggested an active ban period of May 1st to September 30th. Valerie recommended placing notices on the town website, local media (HLN) and the town website.

Jeff Rider added a recent DES report revealed local groundwater is not low, but river levels are low. Gary Webster confirmed there was not much change in the town well levels as well:

http://waterdata.usgs.gov/nh/nwis/current/?type=gw&group_key=county_cd

A motion was made by David Jelley for recorder David Shaw to draft and submit a request letter to the BOS no later than 12:00PM on 04/19/12. Motion seconded by Bernie Manor. Motion passed unanimously (5-0)

Update: Draft letter submitted to WUC chair, Vice-chair and selectman liaison for review 04/18/12.

VI. NEW BUSINESS

A.) Request for policies and procedures to be changed.

Valerie presented the committee with a request for two policy changes; changing from 90 days to 45 days and eliminating the shut-off period, allowing shut-offs to be performed all year. These changes are driven by the high number of delinquent customers (140-240) including rental tenants that move in the spring (before the shut-off period begins) without paying their account balance. Selectman asked if any of any of the delinquent accounts were due to financial hardships. Valerie stated there were no financial hardships and gave two examples of delinquent accounts where she exceeded the notification policy in order to prevent the customers from being shut-off and incurring a reconnect fee. The committee discussed the changes in detail with Chairman Rider tabling the decision until next month's meeting to receive clarification on the following:

Clarify "weather permitting" by including measurable metrics (snowfall, temp., curb-stop access, etc.)

Clarify who has authority to approve shut-offs.

Change verbiage from "request" to "demand"

B.) Abatements W-UTL-12-04 through W-UTL-12-08:

W-UTL-12-04 Alyson Normandin 53A Lund Drive in the amount of \$248.01
W-UTL-12-05 Gail Ann Goulart 71B Windham Road in the amount of \$103.93
W-UTL-12-06 Teresa Kern 23 Hampshire Drive (Apt. K) in the amount of \$117.86
W-UTL-12-07 Janet Arshalian 62 Rangers Drive in the amount of \$238.90
W-UTL-12-08 Hair We Are 142 Lowell Road Unit 13 in the amount of \$444.70

All of the above abatements are the results of bankruptcy debt discharges with no recovery opportunity. Motion by Bernie Manor to recommend acceptance of the above abatements to the Hudson board of selectman. Motion seconded by David Jelley. Motion passed 4-0-1 with Leo Bernard in abstention.

VII. OTHER BUSINESS

1.) Owner responsibility – Chairman Rider revisited the shut-off policy topic, stating that since the WUC was recommending changes to the policy, property owners should now be made responsible for delinquent water bill charges from tenants who vacate rental property.

Valerie Marquez mentioned a new state bill (SB301) that would give property owners recourse for delinquent tenant utility bills. The summary of SB301 being as follows:

- I. Requires 7 days' notice for eviction from residential property, regardless of the grounds.
- II. Allows the landlord to amend a writ of summons to correct minor procedural defects.
- III. Increases amount of damages available in landlord-tenant disputes from \$1.5K to \$10K.
- IV. Requires former tenants to execute a financial affidavit and provide their forwarding address if they have been found liable for damages to the landlord.

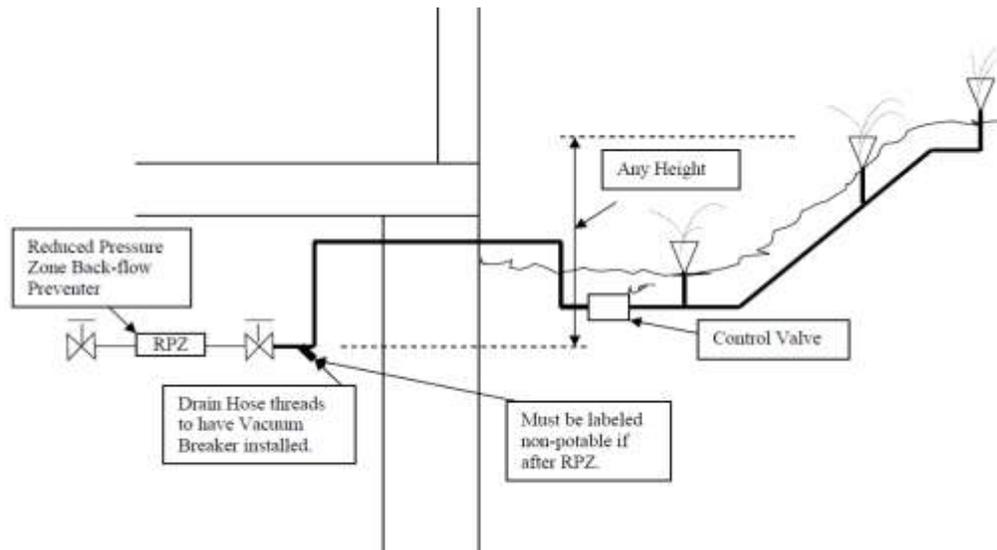
Chairman Rider closed the discussion by summarizing the three policy changes being proposed:

- 1.) Service line ownership (WUC ownership to meter instead of just to curb-stop)
- 2.) Property owner responsibility for delinquent tenant account(s).
- 3.) Expanding shut-off period / reducing shut-off notification period (90 days to 45 days)

2.) Sprinkler disconnects - A discussion regarding the disconnection and removal of irrigation (sprinkler) system meters. Sprinkler system components consist of a deduct meter (used to measure the amount of water used for irrigation and dispersed into the ground, which is then subtracted from amount of water used by the residents and dispersed through the sewer):

<http://www.manchesternh.gov/website/Departments/EnvironmentalProtection/DeductMeterProgram/tabid/263/Default.aspx>

Another critical component is the Pressure Relief Valve (PRV) used to prevent irrigation water from reentering the public water system:



Chairman Rider asked if permits were required for sprinkler systems which Gary Webster confirmed, stating sprinklers were considered a high hazard. Selectman Brucker requested clarification on the high hazard declaration, which Gary explained was due to the toxins used in lawn fertilizer. Jeff Rider added the back flow preventer stops anything from the irrigation line from getting into the public supply. Valerie clarified that permits were required for residential sprinkler systems.

Chairman Rider suggested checking with the plumbing inspector to confirm if irrigation firms are pulling the required permits. His concern being sprinkler systems being tied into the main line before the meter.

Gary Webster suggested checking the water bills of irrigation users. A water bill that did not increase after installation of an irrigation system could indicate a supply tie-in prior to the meter.

VIII. REMARKS BY COMMITTEE MEMBERS

Chairman Jeff Rider: Welcomed new Board Of Selectman liaison Nancy Brucker.

Vice-Chairman Bernie Manor: No remarks

Recorder David Shaw: No remarks

Member David Jelley: No remarks

Member Leo Bernard: Noticed a new hydrant installation on Lowell Road at Riverside.

Gary Webster explained it was the second hydrant being replaced on Lowell Road due to the close proximity to the roadway.

IX. REMARKS BY SELECTMAN & STAFF

Gary Webster updated the committee as follows:

Weinstien Well – All test wells are done. The well will need to be shut-down for 4 days to allow the water table to recharge and this is planned for April 30th. Gary expects a significant amount of water will be purchased from Pennichuck during this shut-off period. Bernie Manor inquired about the well replacement status. Gary responded that permitting process will be complete by June and the new will be dug during the next fiscal year (which begins in August)

Route 101 extension – All documents pertaining to the booster station at White Hen pantry are ready for the Board Of Selectman approval.

Woodland Heights pump station – Will need a Pressure Reducing Valve (PRV) as line pressure has reached 100 PSI.

Insurance Services Office (ISO) update – The ISO collects data on municipal fire protection efforts in communities throughout the United States, analyzing relevant data using a Fire Suppression Rating Schedule (FSRS), and assigns a Public Protection Classification from 1 to 10. (1 represents exemplary public protection, Class 10 indicates that the area's fire-suppression program doesn't meet ISO's minimum criteria). Lower classifications can reduce insurance premiums for communities:

<http://www.isomitigation.com/ppc/0000/ppc0001.html#.T5w8llLD2yA>

The ISO has reviewed 120 miles of Hudson water lines and resources. This review is expected to lower Hudson insurance rates due to the use of pumping station generators.

Chairman Rider feels the Board of Selectman need to know about this improved classification as it unknowingly benefits Hudson residents.

Chairman Rider also inquired about the Rangers Road tank which Gary Webster explained was included in the upcoming CIP along with other water projects such as addressing undersized water lines.

X. NEXT MEETING May 16th, 2012 in the BOS meeting room @ 5:00 PM

XI. MEETING ADJOURNMENT

Motion by Leo Bernard for adjournment. Motion seconded by David Jelley.
Motion passed unanimously (5-0). Meeting adjourned at 6:05 PM.

Jeffery S. Rider; Chairman, Hudson Water Utility Committee

Date